

Calendar of Events: December 2003

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Job Club 9:00-11:30 Workforce Resources Orientation 10:30-12:30 Skills & Abilities 1:30-4:30	2 Applications & Resumes 9:00-12:00 Basic Computers & MS Word 9:00-12:00 Interviewing 1:30-4:30 Job Corps Orientation 2:00-4:00 Electronic Resume 3:00-4:30	3 Manpower Interviews 9:00-11:00 Effective Job Search 9:00-12:00	4 	5 Knowing Yourself 9:00-12:00 Producing Your Resume Using the Computer 1:00-3:30 Practice Interviews 1:00-5:00 The Job Market 1:30-4:30
8 Job Club 9:00-11:30 Skills & Abilities 1:30-4:30 Workforce Resources Orientation 3:00-5:00	9 Applications & Resumes 9:00-12:00 New Business Outreach 1:00-4:00 Interviewing 1:30-4:30 Gain an Interviewing Advantage: Portfolios 2:00-4:00 Electronic Resume 3:00-4:30	10 MCE Interviews 9:00-11:00 Effective Job Search 9:00-12:00	11 5:30-7:30PM Senior Focus for Older Workers	12 Knowing Yourself 9:00-12:00 Practice Interviews 1:00-5:00 The Job Market 1:30-4:30
15 Job Club 9:00-11:30 Workforce Resources Orientation 10:30-12:30 Skills & Abilities 1:30-4:30	16 Applications & Resumes 9:00-12:00 Basic Computers & MS Word 9:00-12:00 Interviewing 1:30-4:30 Electronic Resume 3:00-4:30	17 Effective Job Search 9:00-12:00 Kelly Services Interviews 11:00-4:00	18 	19 Knowing Yourself 9:00-12:00 Producing Your Resume Using the Computer 1:00-3:30 Practice Interviews 1:00-5:00 The Job Market 1:30-4:30
22 Job Club 9:00-11:30 Skills & Abilities 1:30-4:30 Workforce Resources Orientation 3:00-5:00	23 Applications & Resumes 9:00-12:00 Interviewing 1:30-4:30 Electronic Resume 3:00-4:30	24 Effective Job Search 9:00-12:00	25 CLOSED FOR HOLIDAY 	26 Knowing Yourself 9:00-12:00 The Job Market 1:30-4:30
29 Job Club 9:00-11:30 Workforce Resources Orientation 10:30-12:30 Skills & Abilities 1:30-4:30	30 Applications & Resumes 9:00-12:00 Interviewing 1:30-4:30 Electronic Resume 3:00-4:30	31 Effective Job Search 9:00-12:00	All Sessions Begin on Time.  Please conduct your cellular conversations outside of the WorkSource classroom or Resource Lobby. Thank you	

Class size may be limited; attendance is on a first come basis.

***Activities in BOLD require advance sign-up. Call (360) 676-3201

Please remember, the Resource Lobby is for Job Search, Career Exploration, Training Research, & Unemployment Insurance.
Resource lobby activity is monitored. Internet access for personal use is available at the Bellingham Public Library.

